

NAME: _____ CASE NUMBER: _____

JUVENILE COURT PAYMENT INSTRUCTIONS

Restitution ♦ Victim Penalty Assessment (VAP) ♦ Fines

Make sure your payment gets to the correct place, *and you get credit for making your payment*

PAYING IN PERSON

Paying with cash is easy and cheaper, because there are no money order fees. However, you can also pay in person using a money order or cashier's check payable to:

"KING COUNTY SUPERIOR COURT CLERK"

Bring payment, Monday through Friday (except legal holidays), 9:00 am-12:15 pm and 1:15 pm-4:30 pm, to one of these three locations:

KING COUNTY SUPERIOR COURT CLERK
JUVENILE COURTHOUSE
1211 East Alder, 3rd floor, Rm. 306
Seattle, WA 98122

KING COUNTY SUPERIOR COURT CLERK
NORM MALENG REGIONAL JUSTICE CENTER
401 Fourth Avenue North, 2nd floor, Rm. 2C
Kent, WA 98032

KING COUNTY SUPERIOR COURT CLERK
KING COUNTY COURTHOUSE
516 Third Avenue, 6th floor, Rm. E-609
Seattle, WA 98104

NO PERSONAL CHECKS ACCEPTED

MONEY ORDERS are like "guaranteed" checks and can be purchased from a bank, post office, grocery store or convenience store (like a 7-11), in amounts up to \$500.00. The fee they charge you may vary. CASHIER'S CHECKS, for amounts over \$500.00, are only available through a bank.

PAYING BY MAIL: if you want a receipt returned to you include a self-addressed, stamped envelope. **DO NOT MAIL CASH!**

Use MONEY ORDERS or CASHIER'S CHECKS ONLY, made payable to:

"KING COUNTY SUPERIOR COURT CLERK"

On the front of the money order or cashier's check, include:

- YOUR NAME as it appears on the court order
- EACH CASE NUMBER* (Number format is XX-X-XXXXX-X) that you are making a payment on
- The dollar amount to be applied to EACH CASE NUMBER*

Mail payments to: KING COUNTY SUPERIOR COURT CLERK
JUVENILE COURTHOUSE
1211 East Alder Street Room 306
Seattle, WA 98122-5553

* If you don't know your case number(s), call restitution monitor at 206-205-9420

PLEASE NOTE: As provided by King County Code 4.76, the clerk shall charge a Trust Account Service Fee of \$10.00 on all trust payments over \$25.01 received, toward **Restitution Obligations** unless waived by the court.